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SUPPORT OFFICERS' MEETING

8 January 1964

DD/S Conference Room

1. Those present:

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[Redacted]

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2. [Redacted] reported on the following topics:

a. The Office of Finance has requested routine distribution of the responses to field audit reports. The current regulations do not require dissemination of the replies to that Office unless the report of audit requires DD/P approval of a project or activity expenditures. SSA will propose that a copy of the replies be provided for the Office of Finance, except for projects and special or sensitive cases, provided there are no objections from the Area Divisions. [Redacted] will discuss this subject further with [Redacted]

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b. The telephone survey reports should be routed to SSA-DD/S for forwarding to the telephone company. The telephone company will cost each item and discuss the results individually with the Area Divisions concerned. A report from every component of the Agency is expected before the end of the month.

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[Redacted]

d. A retirement party for [Redacted] will be held on 23 January 1964 [Redacted] from 1800 to 2000 hours. The cost is \$2.75 per person. RSVP to [Redacted] by Monday, 20 January.

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e. A reminder that all employees are required to read [Redacted] (Bribery, Graft, and Conflicts of Interest) and [Redacted] (Employee Conduct) in January.

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25 YEAR RE-REVIEW

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3. [] announced that, beginning in February, movies will be shown in the auditorium on Wednesdays from 1200 to 1230 hours. Should a film run more than the allotted half hour, the second part will be shown at the same time on the following day. [] will propose to Mr. Kirkpatrick that the films be more along the lines of the documentary type rather than of an educational, training and management nature.